



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
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StaO 7210.2A

G-8/Finance

8 JUL 2003

STATION ORDER 7210.2A

From: Commanding General

To: Distribution List

Subj: SUBMISSION, PROCESSING AND PAYMENT OF TRAVEL CLAIMS

Ref: (a) DoDFMR Volume IX (NOTAL)
(b) JFTR, Vol. I (NOTAL)
(c) JTR, Vol. II (NOTAL)
(d) MCO P4650.37C
(e) MCO P1000.6G

Encl: (1) Administrative Procedures for Submission of Travel Claims
(2) Disbursing Procedures for Processing and Payment of Travel Claims
(3) Procedures for Payment of Travel Advances
(4) Guide for Individual Travelers
(5) Policy for Training of Administrative Personnel and Unit Training
(6) Forms used by the Finance Office
(7) Acronyms used by the Finance Office
(8) Miscellaneous Statement in Lieu of Receipts
(9) Electronic Funds Transfer (EFT) Account Information
(10) Lodging Statement in Lieu of Receipts
(11) PCS Travel Claim Checklist
(12) TAD Travel Claim Checklist

1. Purpose. To establish procedures for the submission, processing and payment of travel claims for military and civilian personnel assigned to Marine Corps Air Station (MCAS) Miramar.

2. Cancellation. StaO 7210.2.

3. Background. Reference (a) requires that all personnel performing funded travel present their travel claims to the Finance Officer upon completion of the travel performed to ensure that all advances and allocated monies have been liquidated and claims settled. This requirement should be included as an attachment to the individuals basic orders. Reference (b) sets forth travel and transportation entitlements for members of the Uniformed Services. Reference (c) sets forth travel and transportation entitlements

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for civilians. Reference (d) amplifies the JFTR and prescribes procedures to be used by Marine Corps Commanding Officers and Finance Officers for the administration of travel entitlements. Reference (e) sets forth regulations and requirements for orders and endorsements.

4. Information. Enclosure (1) outlines the administrative procedures for the submission of travel claims. Enclosure (2) sets for the disbursing procedures for the processing and payment of travel claims. Enclosure (3) sets forth procedures to be followed for payment of travel advances. Enclosure (4) is a traveler's guide for the expedient settlement of claims after travel. Enclosure (5) sets forth the procedures for the training of administrative personnel and unit training. Enclosure (6) lists the forms used by the Finance Office to conduct travel business. Enclosure (7) lists acronyms used by the Finance Office. Enclosure (8) is a miscellaneous statement in lieu of receipts form. Enclosure (9) is an Electronic Funds Transfer Account form. Enclosure (10) is a lodging statement in lieu of receipts form. Enclosures (11) and (12) are checklists to be used to correctly fill out a travel claim for PCS and TAD travel respectively.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concur with the provisions of this Order.



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

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ADMINISTRATIVE PROCEDURES FOR SUBMISSION
OF TRAVEL CLAIMS

1. General Information. All military travel claims must be submitted with a checklist that is appropriate for the claim either PCS or TAD (enclosures 11 and 12). The checklist must be completely filled out and signed by the administrative unit representative. It is policy to make payments on a "first come-first served" basis. It is the responsibility of the Commanding Officer or his representatives to assist the member in the preparation and submission and accuracy of the travel claim.
2. Civilian Employees. Due to the small number involved, all civilian employees at MCAS Miramar will submit individual claims to the Miramar Finance Office Customer Service Section for processing.
3. Orders. One copy of orders and all endorsements are required. Check orders for the following:
 - a. Modifications must be issued if pen and ink changes affect entitlement or leave. (see reference (e), paragraph 4110.6)
 - b. Orders and endorsements should account for all elapsed time from date of detachment through date of reporting to new permanent duty station.
 - c. Mode of travel authorized or directed is clearly stated in orders.
 - d. Endorsements to orders regarding availability of government quarters and government messing facilities at all temporary duty points enroute are included and are correct. Inclusive dates must be stated in the endorsements. Include messages and/or correspondence with TAD appropriation data.
4. Preparation of Travel Voucher (DD Form 1351-2). The DD Form 1351-2, July 2002 version is the most recent acceptable form. All other versions are obsolete and will not be accepted. Entries on the form will be made by a typewriter or by black ballpoint pen. All copies and entries must be legible. The DD Form 1351-2 will be submitted with the copy of the orders for which the claim is made. For specific instructions on filling out the DD Form 1351-2, reference the Guide for Travelers. (See enclosure (4)).

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5. Advances. It is the responsibility of the Commanding Officer or his representative to ensure advances or partial settlements are accurately annotated in section 9 of the DD Form 1351-2. If there were no advances, "none" should be filled in this block.

6. Common Travel Claim Discrepancies

- a. Claimant's signature omitted.
- b. Forms in the package are not legible, including receipts.
- c. Reimbursable expenses section completed improperly.
- d. Receipts not provided.
- e. Failure to sign commuting statement or lost original orders statement.
- f. Failure to obtain certification of availability or non-availability of government quarters and messing facilities at the TAD site.
- g. Pen and ink changes on the orders and/or endorsements.

7. DD Form 1351-2 and 1351-2C Discrepancies

- a. Incorrect version of the form is used.
- b. Travel advances previously paid not shown in section 9 or if none were paid, omission of the word "none."
- c. Itinerary dates do not agree with the dates endorsed on the orders.
- d. "Mode of Travel" and "Reason for Stop" codes are incorrect or omitted.
- e. Reimbursable expenses not claimed or if claimed, not thoroughly explained or properly substantiated (see enclosure (4)).
- f. Cost of lodging not shown, or itemized receipts not provided.
- g. Itemized rental car receipts not provided.

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8. Discrepancy Notices (DN). Claims, which require correction and/or further administrative action, will be returned to the unit. The travel claim will be returned to the unit under a Travel Claim DN. The Finance Office will clearly indicate on the DN the nature of the discrepancy and the specific corrective action to be taken. Upon completion of corrective action the unit must resubmit the claim to begin the process for payment.

9. Completed Travel Voucher Summary Sheets. Vouchers will be provided to the Commanding Officer or his representative via a Finance Office electronic mail box. The vouchers will be available the day the claim is paid. Access to the mailbox is restricted. Access may be granted by contacting the Finance Office.

10. Settlement Times and Claim Status Inquiries. PCS Claims must be paid within ten (10) working days of receipt in the Finance Office. TAD claims must be paid within five (5) working days of receipt in the Finance Office. Claims received after 1200 will be considered received the following workday. Timelines for claims that are returned with a DN and subsequently resubmitted to the Finance Office will start over on the day received. Commanding Officers or their representatives should not call about a Travel Claim until the settlement window has expired. Once this has occurred, the Commanding Officer or his representative should contact the Finance Office to inquire about the status. Inquiries prior to this timeline adversely affect the mission accomplishment of the Finance Office. At no time should an individual traveler contact the Finance Office. Individual travelers must first talk to their administrative unit.

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DISBURSING PROCEDURES FOR PROCESSING AND PAYMENT
OF TRAVEL CLAIMS

1. General Information. Upon completion of the administrative procedures stated in enclosure (1), the Commanding Officer will deliver claims to the Travel Section of the Finance Office for processing and final settlement. All payments will be made on a "first come, first served" basis.
2. Timelines. The Finance Office has five (5) business days to settle TAD claims and ten (10) business days to settle PCS claims and transmit them to DFAS, Kansas City. Claims received after 1200 will be considered received for the following business day.
3. Claim Processing. Travel clerks and auditors will process travel claims in accordance with the references and established internal procedures.
4. Cash Collections and Pay Record Checkages. Reference (d) contains detailed disbursing procedures for the processing of cash collections and pay record checkages for PCS and TAD claims.
5. Outstanding Travel Claims. The Commanding Officer or his representative will forward a request in the form of a DD Form 1351-2 with the words "Request zero voucher, claim never submitted" attached to the TAD orders. This will allow the units to balance their accounts. The Finance Office will produce a zero voucher computing a claim with no entitlements. In some cases when the member received an advance, the member will be checked that advance. In these cases follow paragraph (4).
6. Discrepancy Notices (DN). Claims, which require correction and/or further administrative action, will be returned to the unit. The travel claim will be returned to the unit under a Travel Claim DN. The Finance Office will clearly indicate on the DN the nature of the discrepancy and the specific corrective action to be taken. Upon completion of corrective action the unit must resubmit the claim to begin the process for payment.
7. Doubtful Claims. Doubtful claims will be processed, as applicable, by the procedures stated in reference (d).
8. Fraudulent Claims. Fraudulent Claims will be processed, as applicable, by the procedures stated in chapter 8 of reference (a).

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9. Distribution of Travel Vouchers. The Finance Office has the capability to email a member's travel claim via email for IATS. It is beneficial if the member provides his email address on the claim so that it can be input into the system. The day after payment, the member should get an email containing the voucher summary sheet. After final settlement of the travel claim, the Travel Section will post the vouchers for the business paid on that day in its restricted Organizational Mail Box. The file will contain a table of contents, which will ease the research process for units. For access to the mailbox, contact the Finance Office. Units and members should retain a copy prior to submitting the claim to the Finance Office. The Finance Office will not provide a copy.

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PROCEDURES FOR PAYMENT OF TRAVEL ADVANCES

1. General. Reference (d) has detailed procedures for the payment of travel advances on PCS and TAD orders. Payments of travel advances will be made by the Finance Office upon request of the traveler per the procedures contained herein. Advances must be authorized in the orders and the traveler cannot be a Government Travel Charge Card holder.
2. Documents Required. Travel orders containing a statement as to the availability or nonavailability of adequate government quarters and/or government mess must be provided. A statement concerning availability of government quarters and mess and/or a specific lodging cost should be included as a standard paragraph to the traveler's basic original orders.
3. Amounts Authorized. The amount advanced for TAD is based on the estimated number of complete days of duty to be performed for which per diem is authorized, at the rates prescribed in the JFTR. The amount advanced will be based on the statement in the orders as to the availability or nonavailability of adequate government quarters and/or government mess. In the absence of a statement of nonavailability of quarters, the advance for per diem will be computed at the rate applicable when government quarters and messing are available. Advances will be computed and 80 percent of the estimated per diem cost will be paid to the traveler.
4. Limitations of Advances. Reference (d) outlines the policy regarding the limitations of travel advances incurred by military and civilian travelers in the performance of official travel. No travel advances will be made when costs are estimated to be less than \$50.00. Travelers will not receive advances if they failed to submit a travel voucher for settlement of an advance on a prior set of travel orders.
5. Payment Timeframes. All requests for payment of travel advances should be made to the Finance Office 3 to 10 days prior to commencement of required travel. Payment of TAD advances is restricted to not earlier than 3 working days before commencement of travel. Advance payments for registration/tuition fees may be paid earlier than 3 working days if it is expressly provided for in the remark section of the travel orders. The remark must specify a date for payment of the advance. Travel advances for PCS travel are restricted to not earlier than 10 working days before commencement of travel. Separation travel advances are restricted

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to not more than 10 working days before the effective date of the Marine's Active Duty Separation Date or commencement of terminal leave.

6. Collections of Overpayments. Reference (d) requires collection of overpayment of excess travel advances via pay account checkage or cash collections. Members who are overpaid are automatically checked for overpayment via a pay account checkage. The one time checkage will go into a 45-day suspense and the member will be notified on their LES.

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GUIDE FOR INDIVIDUAL TRAVELERS

1. General. This enclosure is intended to assist travelers in the preparation and submission of travel claims. It is not meant nor intended to be a replacement for the references. In any case where this guide conflicts with applicable travel regulations, those regulations will take precedent. Individuals using this enclosure should refer to pertinent travel regulations when there is a question or need for additional clarification. Additional questions, comments, or suggestions for improvements to this enclosure should be directed to the Miramar Finance Office, Travel Section, P.O. Box 452009, San Diego, CA 92145-2009, (858) 577-6980, DSN 267-6980.

NOTE: All rates listed in this enclosure are subject to change without notice. Actual rates used in computing claims will be those in effect at the time of settlement by the Finance Office and may differ from those listed in this enclosure.

2. Completion of the DD 1351-2 Travel Voucher. Complete each travel claim by typewriter, black ink or ballpoint pen. Pencil will not be accepted. All entries must be legible and complete. The only forms to be used are the DD Form 1351-2 Travel Voucher or subvoucher (dated JUL 2002) and the DD 1351-2C Travel Voucher or subvoucher (Continuation Sheet dated Aug 1997). The block instructions below refer to the July 2002 version of the DD 1351-2.

a. Block 1. Mark EFT box for Electronic Funds Transfer (effective 990101 EFT will be the only method of payment).

(1) If the traveler desires any portion of the settlement to be paid directly to the Bank of America GTCC, the "SPLIT DISBURSEMENT" block must be checked and the amount indicated on the line provided. If the traveler is identified as a "FREQUENT TRAVELER" in the travel orders, this block must be completed indicating an amount, "0" or "NONE." If left blank, disbursing is required to compute and pay a split disbursement amount per Travel Advisory Notice (TAN) 1-02.

(2) Civilian travelers, members of another branch of service, or Marines who desire their payment to an account other than the direct deposit account must submit an "Electronic Fund Transfer Form" with the first claim submitted to the Finance Office.

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b. Blocks 2-4. Traveler's Name, Rank, and SSN.

c. Block 5. Mark the box that indicates what type of travel was performed.

(1) TDY = Temporary Additional Duty

(2) PCS = Permanent Change Of Station

(3) DLA = Dislocation Allowance

(4) Other = Any other type of travel not listed

(5) Member/Employee - Check for the member

(6) Dependent(s) - Check for dependents (applies to PCS only)

(NOTE: Both member and dependent blocks must be checked if PCS claim is for member and dependents)

d. Block 6a. Member's current residential address.

(1) Blocks 6b-6d. City, State and Zip Code.

(2) Block 6e. List email address (required if desire to receive a copy of settled voucher via email directly from disbursing).

e. Block 7. List daytime phone number (contact number in case there are any questions).

f. Block 8. Leave blank.

g. Block 9. List all travel advance payments received. If no travel advances were received, this block must be marked "NONE." Do not list any ATM cash withdrawals taken.

NOTE: Claims received without this block completed will be returned without action.

h. Blocks 10a-10c. Leave blank.

(1) Block 10d. Include clarifying statements in this block, such as foreign currency conversion rates, statement if

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traveler commuted to TAD site daily, if meals were included with a conference or registration fee, etc.

i. Block 11. Complete with unit/duty station information.

j. Block 12. TAD/TDY claims—leave blank. PCS claims only—check the appropriate box and list dependents that moved in conjunction with the members PCS. Do not list dependents that did not relocate. If dependents did not relocate in conjunction with PCS, then provide a statement in block 29 certifying that dependents did not move.

(1) Accompanied = Member/dependents traveled together.
(Same itinerary/travel dates)

(2) Unaccompanied = Member/dependents did not travel together. (Different itinerary and/or travel dates.)

NOTE: If dependents traveled separately from the member during any portion of the PCS, then a separate DD 1351-2C must be completed for dependents itinerary.

k. Block 13. TAD/TDY—Leave blank. PCS claims only—list dependents complete address prior to relocating in conjunction with PCS.

l. Block 14. TAD/TDY—Leave blank. PCS claims only—indicate by checking the appropriate box whether Household Goods were shipped in conjunction with PCS.

m. Block 15. Itinerary must be complete and exact.

(1) The date of departure from and arrival at the Permanent Duty Station (PDS) or other place where "official" travel begins and ends, and points where TDY/TAD is performed. These locations should be listed as City and State.

(2) All overnight stops on TAD claims must be listed and arrivals at all duty stations. The location (city/state) where stopped overnight. All return trips home while TAD/TDY must be shown.

(3) Any other deviation from the TAD/TDY orders must include a statement on the voucher in block 29.

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(4) Use appropriate symbols from the reverse side (see instructions) of the DD 1351-2 for blocks 15c and 15d to show reasons for stops and modes of travel.

(a) Block 15c. Means/Modes of Travel (Use two letters)

- 1 T - GTR/TKT
- 2 G - Government Transportation
- 3 C - Commercial Transportation (Own Expense)
- 4 P - Privately Owned Conveyance (POC)
- 5 A - Automobile
- 6 M - Motorcycle
- 7 B - Bus
- 8 P - Plane
- 9 R - Rail
- 10 V - Vessel

(b) Block 15d. Reason for Stop

- 1 AD - Authorized Delay
- 2 AR - Authorized Return
- 3 AT - Awaiting Transportation
- 4 HA - Hospital Admittance
- 5 HD - Hospital Discharge
- 6 LV - Leave En Route
- 7 MC - Mission Complete
- 8 TD - Temporary Duty
- 9 VR - Voluntary Return

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(5) The lodging cost should be recorded in block 15e.

n. Block 16. Complete this block if used a privately owned vehicle.

(a) Own/Operate = Member used own personal vehicle.

(b) Passenger = Member rode in someone else's vehicle.

o. Block 17. PCS claims—leave blank. TAD/TDY claims only—check appropriate block indicating duration of travel.

p. Block 18. List any itemized reimbursable expenses to include mileage to and from commercial transportation terminals, mileage within vicinity of the TAD/TDY points, parking, tolls, taxis, rental car, gas for rental car, commercial airfare (where applicable), registration/conference fees, official local and long distance telephone calls, ATM fees, handlers fees for bags at airports (military only), and other authorized miscellaneous expenses.

q. Block 19. Complete this section if meals were eaten in a government dining facility. If none were taken, leave blank.

r. Block 20. Signature and date are required.

NOTE: Claims received without this block completed will be returned without action.

s. Block 21. Authorized approving official must sign and date attesting to the validity of any information listed in block 18 & 29 on the DD-1351-2 that was not originally authorized in the orders.

NOTE: Failure to obtain the approving official's signature will result in those items being disapproved.

t. Blocks 22-28. Leave blank. These blocks are only for Finance and Accounting Office use.

u. Block 29. Complete this section when special authorization is not included in the orders prior to travel being performed. Any authorizations or modifications listed in this block require an "Approving Officer Signature" in Block 21. This block may also be used to explain unusual circumstances or to clarify voucher entries

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on front of the DD 1351-2. No signature is required for clarification statements.

3. Required Documentation for TAD/TDY Settlement

a. DD Form 1351-2 (July 2002)

b. Orders. 1 copy of original orders and all endorsements and modifications or amendments to the original orders.

c. Lodging. 1 copy of lodging receipts for lodging claimed, en-route or at site. Travelers must include itemized receipt from hotel, motel, or other commercial establishment or government facility. If TAD/TDY is performed at a military installation where government quarters are available, commercial lodging will be limited to the Government quarters cost unless non-use of the government quarters is supported by modification to orders directing otherwise. If double occupancy rates are charged, the voucher must show the name of the other government employee on official travel. Only one half of the double occupancy charge will be allowed for each employee. If the person sharing the room is not a government employee on official travel, the name is not required. The traveler is responsible for obtaining the single room rate and providing it on their receipt if only the double room rate is shown.

NOTE: If lodging receipts were lost then a "Lodging Statement in Lieu of Receipts" must be submitted. (See enclosure (10)).

d. Rental Car. 1 copy of the rental car receipt. The use of a rental car must be authorized in the travel orders. Authorized rental cars are reserved by the PTO in advance, it is the traveler's responsibility to see that he or she is charged only the reserved rate. This information is on the flight itinerary from PTO or other authorized U.S. Government ticket-issuing agency. If the traveler is charged more than the reserved rate, an explanation is required on the voucher. This itinerary will not suffice as a receipt. Reimbursement for insurance paid by the traveler will not be authorized (except overseas). Upgrade charges are not reimbursable unless the approving official certifies the upgrade. Statement in lieu of receipts will not be accepted for rental cars.

e. Transportation. 1 copy of any receipts for personally procured transportation. Whenever the travelers purchase their own commercial transportation a copy of the receipt (airline, train,

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etc.), must be submitted with the travel voucher. Reimbursement will not exceed the cost that would have been incurred had transportation been purchased by the Government.

NOTE: Per DoD Policy, it is mandatory to use the Passenger Transportation Office (PTO) to make commercial air travel arrangements. Personally procured air travel will not be reimbursed without an availability endorsement from PTO, even if the commercial rate is cheaper.

f. Registration/Conference Fees. 1 copy of registration/conference fee receipt. Registration/conference fees must be authorized in the travel orders. List all meals included in the cost of the registration fees, by meal (i.e. B-breakfast, L-lunch, D-dinner) and the dates.

g. Miscellaneous

(1) 1 copy of receipts/documentation not previously listed.

(2) 1 copy of any certificates of non-availability for government quarters and/or meals. Letters of authorization from order issuing official for approval of Actual Expense Allowance (AEA). Any other pertinent letters/forms.

(3) 1 copy of receipts for any additional authorized expense that is \$75 or more. If the total for small expenses, such as gas, tolls or parking charges are lumped together and exceed \$75, show the individual breakdown of expenses on the travel voucher (Block 16 or 29). Example: a claim for \$26 in gas would be entered as follows:

(a) Block 18a = Feb. 1-7;

(b) Block 18b = Gas \$6, \$7, \$13;

(c) Block 18c = \$26.

NOTE: If any required receipt was lost, a "Statement in Lieu of Receipts" must be submitted with the claim in order to receive reimbursement for those expenses. Statement in lieu of receipts for rental cars will not be accepted.

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h. Foreign Travel. If travel was to a foreign country and any reimbursable expenses were incurred/paid in a foreign currency, include the amount paid in foreign currency, amount claimed in U.S. currency, and the conversion rate used.

4. Common Errors/Reasons Travel Vouchers are Returned

- a. No travel orders.
- b. Incorrect orders or incorrectly amended travel orders.
- c. Block 9 of the travel voucher concerning travel advances not completed properly.
- d. Block 20 of the travel voucher not signed by the member.
- e. The travel destination on the itinerary does not match the ordered destination and variation of itinerary not authorized in orders.
- f. The social security number on the travel voucher does not match the travel orders.
- g. Conference fee or rental car claimed on voucher but not authorized in orders.
- h. Conference fee receipt does not have meals provided/not provided statement.
- i. Actual Expense Allowance (AEA) claimed but no authorization letter for AEA from order issuing official.
- j. Block 15 of the travel voucher concerning actual itinerary not complete, or improperly completed.
- k. 15 Digit Standard Document Number or 12 Digit Cost Code not shown on orders.
- l. Orders and endorsements conflict with dates provided on itinerary
- m. Travel conducted over multiple fiscal years with only 1 fiscal year Standard Document Number (SDN) and Appropriation.

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5. Reimbursement for Expenditures on Official Business and Local Travel SF 1164. Complete by typewriter, ink or black ballpoint pen. Pencil will not be accepted. All entries must be legible and complete. The block instructions below refer to SF 1164.

a. Block 1. Show the complete address of the traveler's organization.

b. Blocks 2-3. Finance and Accounting Office use only.

c. Block 4a. Complete NAME, RANK or GRADE.

(1) Block 4b. Must include social security number.

(2) Block 4c. Complete address is required even if payment is being made by electronic funds transfer (EFT).

(3) Block 4d. Include complete daytime telephone number. (contact number for questions regarding the claim.)

d. Block 5. Finance and Accounting Office use only.

e. Block 6. Complete this section fully explaining the nature of expenses being claimed and total amount of reimbursement being requested. If round trip mileage is being claimed to an alternate duty location, and this trip was performed on additional days, only one trip needs to be shown and an annotation as to the dates the same additional trips were made. Mileage should be listed in miles not kilometers (Km). If reverse side is needed for additional expenses be sure to carry amounts to the front page.

f. Block 7. Include in this section the total amount of the claim. Transfer subtotals from the reverse to the front.

g. Blocks 8-9. Must have the signature and date of an authorized approving official. A faxed copy is acceptable. Vouchers CANNOT be processed without this signature.

h. Block 10. Must have the traveler's signature and date. A fax copy is acceptable.

i. Blocks 11-12. For Finance and Accounting Office use only.

j. Accounting Classification. The certifying official controlling the funds from which reimbursement will come must

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complete this section. Vouchers will be returned if this section is not complete.

k. Attachments for the SF 1164

(1) Copy (front and back) of the voucher.

(2) 1 copy of any receipt for expenses of \$75.00 or more.

(3) All conference fee receipts, with statements of meals provided/not provided.

6. Travel Voucher DD 1351-2 Submission Procedures. Claims (DD 1351-2) for reimbursement of official travel should be submitted within 5 working days of returning from travel. In all cases a voucher should be submitted within 30 days after the end of the fiscal year in which travel was completed. For each trip, submit a travel voucher (DD 1351-2) separately, along with all required documentation/receipts. If you have several vouchers, each voucher must be assembled as a separate claim. Do not staple multiple claims together.

7. Supplemental Settlements. If you suspect that an error/omission was made in the payment of a settlement voucher, please contact your administration office for information on filing a supplemental claim. At a minimum, the following must be included:

a. A revised DD 1351-2 clearly marked "SUPPLEMENTAL."

b. The revised voucher should show the correct information (for items incorrectly claimed/paid, or not claimed on the original voucher).

c. Provide full explanation on the revised claim or separate sheet of paper for the item(s) of expense in question.

d. Include a copy of the previously completed settlement as follows:

(1) Copy of the computer generated Travel Voucher Summary.

(2) Copy of the original DD 1351-2 and any continuation pages.

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(3) Copy of all supporting documentation applicable to the supplemental claim.

NOTE: Supplemental claims submitted without the proper documentation will be returned for correction.

8. Indebtedness. Travelers should never remit a personal check or money order for payment of suspected travel indebtedness until they have received a letter of notification of the exact amount of overpayment from the Finance Office, and if a Marine, the amount has posted to the Leave and Earning Statement (LES). This letter will indicate the proper accounting classification (necessary for deposit purposes for the Finance Office) and the "remit to" address. In addition, the submission of a personal check or money order prior to the submission of a supplemental claim could result in the collection being improperly applied and the travel indebtedness erroneously remaining outstanding.

9. Entitlements

a. Actual Expense Authorization (AEA) (JTR Chapter 4 Part M)

(1) AEA may be authorized before travel begins or approved after the travel has been performed.

(2) AEA can only be approved by the Order Issuing official. CMC retains approval authority for AEA for the Order Issuing official.

(3) AEA may be authorized in the orders or via a separate letter of authorization. If done via separate correspondence then 1 copy of the authorization should be attached to the voucher.

(4) Approving Official can authorize by signing block 21a, and a statement on the voucher of what is being authorized.

b. ATM Fees

(1) ATM cash withdrawals shall be limited to amounts to cover meals and incidental expenses portion of per diem, plus miscellaneous reimbursable expenses that cannot be charged to the card (i.e., taxis, local public transportation, tolls, parking fees and gasoline).

(2) Funds will not be withdrawn for lodging, car rental or

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commercial transportation. These expenses may be charged to the Government Charge Card.

(3) To claim reimbursement for ATM fees: Enter the actual amount of withdrawal(s) in block 16 of the DD 1351-2, for example; "ATM withdrawal 200.00." In the column titled "amount" enter the bank's ATM transaction fee.

(4) Frequent travelers cannot be reimbursed ATM/Bank fees for withdraws from personal checking/savings accounts.

(5) If an ATM withdrawal was taken but travel was not performed:

(a) Submit a request for reimbursement on a SF 1164.

(b) Enter "ATM withdrawal(amount)" in section 6.

(c) In the column titled "amount claimed," enter the ATM transaction fee.

(d) Include a copy of the original orders and cancellation modification with the SF 1164.

NOTE: ATM withdrawal fees cannot be reimbursed if they are taken more than 2 days prior to TAD/TDY or after the last day of travel.

c. Per Diem Allowances. The Per Diem allowance is a daily allowance that is paid instead of the actual expenses for lodging, meals and related incidental expenses (M&IE). The per diem allowance is distinguished from transportation and other miscellaneous travel expenses and covers charges, including taxes and service charges where applicable, for the following types of expenses: The lodging portion has a ceiling, but is based on the amount of the lodging expense. The meals and incidentals portion is a set rate determined by location.

(1) Lodging. The term "lodging" includes expenses for overnight sleeping facilities and personal use of the room during the daytime. The term "lodging" does not include accommodations on airplanes, trains, buses or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.

(2) Meals. Includes the cost of breakfast, lunch and

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dinner and all taxes (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons).

(3) Incidental Expenses. Expenses that are not reimbursable include:

(a) Fees and tips to bellhops, housekeepers, porters, and baggage persons in hotels, stewards or flight attendants and others on vessels and hotel servants in foreign countries (see JFTR paragraph U3610-C for reimbursement of fees and tips at transportation terminals).

(b) Service charges for fans, air conditioners, and heaters furnished in rooms when the charges were not included in the room rate.

(c) Telegrams and telephone calls necessary to reserve lodging accommodations.

(d) Mailing cost associated with filing travel vouchers and payment of GTCC billings.

(e) Local transportation including usual tips, between places of lodging or duty and place where meals are taken, when not otherwise reimbursable under Chapter 3, Part F and Chapter 4, Part F of the JTR.

(4) Proportional Per Diem Rates. Proportional per diem rates went into effect 1 October 1996. Under this system, the rates travelers are paid will be determined by their order-issuing official, based on the availability of government meals at the TAD/TDY location and the mission requirements. The rates apply only to the meal portion of per diem. The lodging and incidental expense portions of per diem are not affected. However, the incidental rate paid will be the government rate.

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POLICY FOR TRAINING OF ADMINISTRATIVE PERSONNEL AND UNIT TRAINING

1. Policy. It is the policy of this command to provide training to administrative personnel and units as required. Training requests will be submitted informally from the Commanding Officer to the Finance Officer.. The nature of the training requested should be as specific as possible. Some specific areas are listed below:

a. Travel entitlements can include entitlements under PCS, TAD, and Unit Deployment (UDP) orders. Classes may be provided to administrative personnel or as part of a unit information program.

b. Travel orders can include endorsement requirements under PCS, TAD, and UDP orders. This information may be provided to both administrative personnel and as a part of a unit information program. It is normally combined with travel entitlements.

c. Preparation and submission of travel claims can include the preparation and submission of PCS, TAD, and UDP travel claims. This class is provided to administrative personnel or as part of a unit information program.

2. Research. It is emphasized that whenever possible, the enclosures of this Order should be consulted and used as a guide in accomplishing the administrative procedures relative to processing travel claims, and that requests for training be submitted only if additional assistance is required. Most Directives are found in the Miramar Directives Websites of the Originator.

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FORMS USED BY THE FINANCE OFFICE

1. DD 1351-2 (Travel Voucher or Subvoucher). Used for the submission of temporary duty claims and supplemental payments. May also be used as a continuation sheet if DD 1351-2C is not available. July 2002 Version is the most current. All other versions are obsolete.
2. DD 1351-2C (Travel Voucher or Subvoucher) (Continuation Sheet). Used as a continuation sheet with the DD 1351-2 when additional space or items are required.
3. DD 1351-3 (Statement of Actual Expense). Used to claim actual expenses when authorized while on official travel. Must be accompanied by a completed DD 1351-2. Two copies of the approved Actual Expense Authorization (AEA) must be attached to your voucher.
4. SF 1164 (Claim For Reimbursement For Expenditure On Official Business). Used for submission of local/vicinity travel and other miscellaneous expenses when a travel order is not required. May also be used with the DD 1351-2, as an attachment, for vicinity mileage in the area of a TDY point.
5. Lodging Statement in Lieu of Receipts. Local Finance Office form used to substantiate lodging costs when actual/original receipt was lost.
6. Statement in Lieu of Receipts. Local Finance Office form used to substantiate expenses claimed for which a receipt is required but was lost, with the exception of Rental Cars.
7. Electronic Fund Transfer Form. Used to designate required Electronic Funds Transfer (EFT) information. This information is required to receive a travel payment. This form must be submitted the first time a traveler submits a claim to the Finance Office and any other time after that if the member desires to change where their travel settlements are sent.

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ACRONYMS USED BY THE FINANCE OFFICE

AEA	Actual Expense Authorization
CMR	Commercial Meal Rate
DFAS KC	Defense Finance and Accounting Service Kansas City
EFT	Electronic Fund Transfer (direct deposit of travel payments to bank accounts)
GMR	Government Meal Rate
IATS	Integrated Automated Travel system (system used in the computation of travel claims)
JFTR	Joint Federal Travel Regulation (regulation that governs military members' travel)
JTR	Joint Travel Regulation (regulation that governs civilian employee travel)
PDS	Permanent Duty Station (the place where an employee reports for duty)
PMR	Proportional Meal Rate
PTO	Professional Travel Office (office that issues government procured (contract) commercial transportation and reserves rental vehicles).
TAD/TDY	Temporary Duty (travel away from a permanent duty station to perform duties for a temporary period of time and upon completion of assignment, return or proceed to permanent duty station)

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MISCELLANEOUS STATEMENT IN LIEU OF RECEIPTS

Date _____

From: _____
NAME RANK SSN MOS
To: Finance Officer, Marine Corps Air Station, Miramar
Subj: MISCELLANEOUS STATEMENT IN LIEU OF RECEIPTS

1. I hereby certify that the expense(s) claimed below was actually incurred and that the receipt was (circle one) impractical to obtain/inadvertently lost or destroyed. I further certify that the amount claimed includes only that expense (i.e. plane ticket, rental car, etc.) and no other. **I understand that the information furnished may be investigated for validity.**

2. Type of receipt (circle one):

Air Fare Bus Fare Limo/Shuttle Taxi
Reg/Conf Fee Other

3. Name of business: _____

4. Inclusive date(s) of expense: _____

5. Amount claimed: _____

6. If for transportation, point of departure/arrival:

7. If for registration/conference fees, number of meals provided:

Signature

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ELECTRONIC FUNDS TRANSFER (EFT) ACCOUNT
INFORMATION

TRAVEL FEDLINE AUTHORIZATION

NAME: _____

SSN: _____

UNIT / SECTION: _____

WORK PHONE: _____

HOME PHONE: (CIV ONLY) _____

MILITARY SPOUSE'S SSN: _____

BANK NAME: _____

BANK ROUTING NUMBER: _____
(NINE DIGIT IDENTIFICATION NUMBER OF YOUR BANK)

BANK ACCOUNT: _____

CHECKING: _____ SAVINGS: _____

COMMON ROUTING NUMBERS

NAVY FEDERAL CREDIT UNION	256074974
PATRIOTS FEDERAL CREDIT UNION	253174893
WACHOVIA BANK (NC)	053100494
1 ST CITIZENS BANK	053100300
MARINE CORPS WEST FEDERAL CREDIT UNION	322274925
BANK OF AMERICA	012200061

SIGN: _____

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LODGING STATEMENT IN LIEU OF RECEIPTS

1. Name of Establishment (from where no receipt is available):
_____2. Address/Location: _____

_____3. Inclusive Dates of Lodging: from: _____ to: _____
 from: _____ to: _____
 from: _____ to: _____4. Rate per Night: \$ _____

_____5. Room Tax: \$ _____

_____6. Total per Night: \$ _____

_____7. Total Amount Covered by this Statement: \$ _____

_____8. Explanation for missing receipt: _____

Ref: (a) JFTR Para U4156-A

In accordance with reference (a), I hereby certify that lodging was obtained from the establishment listed above for the period(s) shown and that receipts were impractical to obtain/inadvertently destroyed. I further certify that the amount(s) listed are for lodging and tax only and does not include any amount(s) non-reimbursable or any amount reimbursable elsewhere on the travel claim. I understand that my travel claim may be formally investigated prior to final payment.

Signature of Marine/Rank_____
SSN

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PCS TRAVEL CLAIM CHECKLIST

NAME _____ UNIT _____ MBR WORK EXT. _____ BOX# _____

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER
_____**PCS CLAIM**

- _____ Name and SSN are correct on the orders and the 1351-2.
- _____ Advances or partial settlements must be annotated in block 9 of the 1351-2.
- _____ Appropriate box in block 18 of the 1351-2 is marked if member traveled by POV.
- _____ Annotate on the 1351-2 if two POV's were utilized.
- _____ Submit ORIGINAL 1351-2 and one copy of all orders, modifications, and receipts.
- _____ Submit all receipts for travel or reimbursable expenses that exceed \$75.00.
- _____ Copies of receipts consolidated on one sheet of paper are preferred.

TEMPORARY LODGING EXPENSE

- _____ Submit a completed TLE certification.
- _____ Submit itemized lodging receipts or a Statement-in-lieu for Lodging.

DEPENDENT TRAVEL

- _____ Complete blocks 12, 13, and 14 of the 1351-2.
- _____ If block 14 of the 1351-2 is marked NO, explain why.
- _____ Dependent travel must be authorized in the member's orders.
- _____ Submit a 2nd itinerary if dependent travel is different from the members.
- _____ Submit DLA Certification if married to an Active Duty Spouse.

DLA

- _____ Ensure blocks 6 and 9 of the 1351-2 have dependents old and new physical address
- _____ For payment of DLA own right, submit a DLA own right certification. Provide old and new physical address.
- _____ Complete block 14 of the 1351-2. If block 14 of the 1351-2 is marked NO, explain why.
- _____ Submit DLA Certification if married to an active duty spouse.

TAD ENROUTE

- _____ Submit orders with TAD appropriation data that authorize TAD.
- _____ Submit reporting and detaching endorsements from the TAD site.

SUPPLEMENTAL CLAIMS

- _____ A new 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- _____ Submit a copy of the original 1351-2, computation sheets, and ONE copy of all orders and endorsements.
- _____ All previous payments and advances are annotated in block 9 on the new 1351-2.

SPLIT PAY OPTION

- _____ Annotate on the 1351-2 the amount elected to be paid the gov't credit card account.

MARINES THAT WANT THEIR ENTITLEMENTS TO GO TO A DIFFERENT ACCOUNT OTHER THAN THEIR REGULAR DIRECT DEPOSIT ACCOUNT MUST COMPLETE A DIRECT DEPOSIT FORM.

All PCS claims must be review by the admin section before being submitted to the Finance Office.

Admin's certification/date _____ ext. _____

TAD TRAVEL CLAIM CHECKLIST

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NAME _____ UNIT _____ MBR WORK EXT. _____ BOX # _____

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER _____

1351-2 (TRAVEL VOUCHER)

- _____ Complete blocks 1-9, 15-18, sign and date.
- _____ TAD leave is authorized and annotated in block 15 of the 1351-2.
- _____ Exchange rates are provided when going TAD abroad and claiming reimbursable expenses.
- _____ Submit 1351-2 and one copy of all orders, modifications, and receipts.
- _____ Claims requiring AO signature on block 21a of the 1351-2 require typed or printed name and signature.

SPLIT DISBURSEMENT

- _____ ENTER THE AMOUNT TO BE PAID TO THE GOV'T CREDIT CARD \$ _____
- _____ Annotate in block 1 of the 1351-2 the amount elected to be paid to the gov't credit card account. If left blank, the Finance Office will pay the amounts for transportation, lodging, and rental car to BOA for members identified as frequent travelers in their orders.

MESSING

- _____ The messing rate, GMR, PMR, or CMR, will be reimbursed as directed in the TAD orders. If gov't messing is not available at a gov't installation submit a statement of non-availability.

LODGING

- _____ Submit itemized lodging receipts. If TAD is performed at a gov't installation and no gov't quarters are available, submit a non-availability statement or confirmation number

CONFERENCE/REGISTRATION FEE

- _____ Submit receipt and state on 1351-2 if any meals were included in the cost of the conference/registration fee. If no meals were included state "no meals included in conference/registration fee".

ATM WITHDRAWAL FEE (for government credit card only)

- _____ State the dollar amount of the withdrawal using the gov't credit card and any additional fee charged by the ATM (i.e. ATM Advance \$200.00 + \$2.50 ATM fee)

REIMBURSABLE EXPENSES

- _____ Submit receipts for any expense over \$75.00.
- _____ Annotate any miscellaneous expenses incurred in the reimbursable expense section of the 1351-2.

SUPPLEMENTAL CLAIMS

- _____ A new 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- _____ Submit a copy of the previous settled claim to include IATS voucher printout.

_____ **CIVILIANS AND OTHER SERVICE MEMBERS MUST COMPLETE THE DIRECT DEPOSIT SECTION OF THIS FORM.** Marines wanting their entitlements to go to a different bank account must also complete this section

DIRECT DEPOSIT INFORMATION

SOCIAL SECURITY NUMBER _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

() CHECKING ACCOUNT () SAVINGS ACCOUNT

I request that my Travel payment be sent to above bank and account number.

Member's signature/dateAll TAD claims must be review by your admin section before being submitted to the Finance Office. Admin's
certification/date _____ ext. _____